

Staffing Requirements

- I. Minimum Staffing & Responsibilities. Each WIC Agency must have the minimum staffing listed below.
 - a. Local Agency Administrator/Director
 - i. Oversees policy and staff.
 - b. Registered Dietitian(s)
 - i. Must be certified to practice dietetics in the State of Utah.
 - ii. Assist in writing the annual Nutrition Education Evaluation and Plan.
 - iii. Write and coordinate nutrition care plans for high risk participants.
 - iv. Approve designated special formulas.
 - v. Serve as a preceptor for nutrition modules.
 - c. Breastfeeding Coordinator
 - i. Must be a CPA.
 - ii. Is trained as a Lactation Educator through a program approved by the Breastfeeding Coordinator at the State agency.
 - iii. Must have attended a 45 Hour Lactation Course.
 - iv. Coordinates breastfeeding promotion and support activities including training staff on clinic breastfeeding procedures.
 - v. Coordinates and approves distribution and inventory of breastfeeding equipment and aids.
 - vi. Prepares the breastfeeding portion of the local Nutrition Education Plan.
 - vii. Works directly with the local agency WIC Administrator to prepare and manage the local agency breastfeeding policy and program; preparing the peer counseling grant; budget and grant evaluations; and coordinating the agency's peer counseling program; ensuring local agency compliance with all Utah WIC Program breastfeeding policies.
 - viii. Ensures that all local agency staff who work with pregnant or breastfeeding participants receive the required training and understand the State's Breastfeeding Policy and their roles and responsibilities pertaining to the WIC Breastfeeding Program.
 - ix. Identifies, coordinates and collaborates with community breastfeeding resources (e.g., local hospital NICU, lactation services department, labor and delivery departments, private physician's office (OB/GYN) and community health centers).

- x. Monitors local agency breastfeeding rates.
 - xi. A breastfeeding clinic contact person (preferably a CPA) may be designated to assist the Breastfeeding Coordinator with handling breastfeeding related activities including receiving breast pump supplies, completing inventories for submission to the Breastfeeding Coordinator, etc. Other staff who may help to promote and support breastfeeding are lactation educators, peer counselors, clerical and administrative staff, and all other WIC staff. WIC clinics can develop their own breastfeeding support teams. All WIC staff and any non-WIC staff can be trained to provide breastfeeding promotion and support in the WIC clinics.
- d. Module Preceptor(s)
- i. Must be an RD for nutrition, laboratory and VENA modules.
 - ii. Must be a Lactation Educator for breastfeeding modules.
 - iii. Assigned by the WIC director for the clerical module.
 - iv. Coordinates use of modules and grading exams.
 - v. Monitors completion of Module Completion Log.
 - vi. Maintains current modules, instructor's guide, and training files for staff.
 - vii. The State precepts the administrative modules.
- e. Local Agency Nutrition Preceptor
- i. Must be an RD or BS in Nutrition with the following responsibilities:
 - 1. Reviewing and approving nutrition education materials such as class outlines, videos, pamphlets and books, etc. for current, accurate, and relevant nutritional content; readability, literacy level and grammatical accuracy.
 - 2. Assuring that all class outlines are complete (see "Nutrition Class Outlines" in this section for required elements).
 - 3. Submitting all locally-developed or modified nutrition classes and materials to the State Nutrition Coordinator at least 2 weeks prior to implementation for review and comment.
 - 4. Coordinating the nutrition education schedule with the Local Agency Administrator when writing the Nutrition Education Plan.
 - 5. Reviewing the class evaluations for each clinic site to determine class effectiveness and/or need for modification.
 - 6. Coordinate completion of all applicable training modules by local staff.

- f. Outreach Coordinator
 - i. Identifies and provides information about the WIC program to a network of organizations and programs that serve the low income population.
- g. Vendor Coordinator
 - i. Communicates with, trains and monitors local agency vendors.
- h. Breastfeeding Peer Counselor
 - i. Provides mom-to-mom breastfeeding support
 - ii. Peer Counselors must be staffed at a minimum of one per local agency to meet basic program services (i.e. prenatal contacts for all pregnant women and postpartum contacts for all breastfeeding women).
 - iii. Peer Counselors will be assigned to participants:
 - 1. In the Nutrition Interview, selecting “yes” to question 4f. for Pregnant woman (under the BF Preparation) and 1g. for Breastfeeding women (under Breastfeeding Support)
 - 2. In the Family panel, selecting the appropriate Peer Counselor in the drop down list under BF PC
 - iv. Peer Counselor management in the program:
 - 1. Peer Counselors need to be removed from the participant's record when the participant stops breastfeeding, is terminated or is no longer in need of Peer Counselor support.
 - 2. Peer Counselors who leave the agency must have their caseload reassigned to a new Peer Counselor.
 - 3. Use the appropriate reports to determine Peer Counselors who are no longer assigned to participants
 - v. Peer Counselors, who have access to the VISION system, may document participant contacts under the BF PC Documentation panel. Other staff (non BF Peer Counselors) should not complete documentation here.
 - vi. Peer Counselors have access to the following panels:
 - 1. BF PC Documentation
 - 2. Family
 - 3. Care Plan Participant
 - 4. Comments/Alerts
 - vii. Peer Counselors have read only access to the following panels:

1. Assessment
 2. Nutrition Education
 3. BF Equipment
 4. Identity
 5. Referrals
 6. BF PC Caseload
 7. BF PC Assignment
 8. Contact Address
- viii. BF PC Caseload panel can be used by managing staff to search a Peer Counselor's caseload by using any of the display search criteria.
 - ix. BF PC Assignment panel may also be used to search for participants that have either been or not been assigned a BF Peer Counselor.
 - x. Each local agency is required to include a minimum of one Peer Counselor support meeting per year. This must be for all Peer Counselors in their agency to meet in-person in order to share ideas, concerns and challenges. The meeting will be facilitated by the Breastfeeding Coordinator to maintain a positive tone, direct discussions, maintain participant confidentiality, and work within the PC scope of practice. Telephone conference meetings are also encouraged two times a year or based on the needs of the clinic. Other methods of communication are encouraged such as through emailing or texting.
 - xi. The State agency has provided yearly grants to local agencies requesting monies to begin or maintain peer counseling programs. Each year the State agency will notify the local agencies of the availability of these monies and will send out a request for proposals. The intent is for the agencies to become self-sufficient in funding their own peer counseling programs.
 - xii. An annual Peer Counseling Program evaluation will be provided to all local agencies to complete and submit to the State WIC Breastfeeding Coordinator.
- II. Competent Professional Authorities. Each local agency must have a Competent Professional Authority (CPA) who is responsible for determining if a person is at nutritional risk and prescribing the food package for that individual. The CPA is required by section 246.7 of the Federal WIC regulations. The following persons are authorized to serve as a Competent Professional Authority (CPA1) for the Utah WIC Program:

- a. Physician
 - i. MD, D.O.
 - ii. A copy of their current license must be kept in the WIC employee's file or on file in the official personnel records.
- b. Registered Dietitian (RD)
 - i. State certified (CD).
 - ii. Graduated with a bachelor's degree from an accredited college/university in the field of nutrition.
 - iii. Completed the Academy of Nutrition and Dietetics (AND) approved course work.
 - iv. Has practicum experience approved by the AND.
 - v. Has successfully completed a national exam testing competency in the field of nutrition.
 - vi. Must have a current AND registration card and a registration number. A copy of their current state license and registration card must be kept in the WIC employee's file or on file in the official personnel records.
- c. Registered Nurse (RN)
 - i. RN, B.S.N., C.N.M., or N.P.
 - ii. Degree must be from an accredited college/university.
 - iii. A copy of their current license must be kept in the WIC employee's file or on file in the official personnel records.
- d. Certified Physician Assistant
 - i. Certified by the National Committee on Certification of Physician's Assistants or the State Medical certifying authority.
 - ii. Degree must be from an accredited college/university. A copy of their current license must be kept in the WIC employee's file or on file in the official personnel records.
- e. Nutritionist
 - i. Must have a Bachelor's or Master's Degree from an accredited college in one of the following fields:
 - 1. Human Nutrition
 - 2. Nutritional Sciences
 - 3. Community Nutrition
 - 4. Clinical Nutrition

5. Dietetics
 6. Public Health Nutrition
 7. Home Economics with a minor in Nutrition
 8. Integrated Studies with a minimum of 24 upper division hours in nutrition as one of selected disciplines and 2 health related fields as remaining 2 disciplines
 - ii. A copy of the transcript kept in the WIC employee's file or on file in the official personnel records.
- III. Competent Professional Authority – CPA2. Individuals may function as a CPA2 only under the direct supervision of a CPA1 (see above for definition of CPA1). All nutrition risk assessments and food package assignments must be reviewed and co-signed/approved by a CPA1. Each agency/clinic must have a consistent system for documenting approval by the CPA1. The following are authorized to function as CPA2:
- a. Licensed Practical Nurse (LPN)
 - i. Degree must be from an accredited program including completion of Basic Nutrition and Lifecycle Nutrition courses with a passing score of B.
 - ii. A copy of current license and college transcripts must be on file at the WIC clinic.
 - b. Diet Technician, Registered (DTR).
 - i. Must have completed an ADA approved Dietetic Technician program.
 - ii. A copy of current registration and transcripts must be kept on file at the WIC clinic.
 - c. Associate or Bachelor degree from an accredited college/university in a health related field.
 - d. Clinical Assistants (CA)
 - i. Must have 6 months of full time work experience or 1 year of part-time work experience.
 - ii. Approval of CAs to function as CPA2:
 1. Must receive State agency approval to hire.
 2. Submit a copy of transcripts from an accredited college/university, including degree conferred, to the State WIC Nutrition Coordinator.

3. A copy of transcripts must be kept in the WIC employee's file or on file in the official personnel records.
4. Must receive written approval from State WIC Nutrition Coordinator (verbal approval may be documented pending written approval.)
5. Approval letter must be kept on file at the local agency.
6. Satisfactorily completed a life cycle nutrition course from an accredited college/university, or completed training in life cycle nutrition approved by the State WIC Nutrition Coordinator.
7. Life cycle nutrition class/training must cover nutritional needs assessment and management of pregnant and postpartum women, infants, and children. The State WIC Nutrition Coordinator must approve all courses. A copy of their transcripts or documentation of completion of life cycle nutrition course or training modules must be kept in the WIC employee's file or on file in the official personnel records.

IV. Competent Professional Authority Functions. The CPA on staff at the local agency has the following responsibilities:

- a. Nutrition assessment following VENA guidelines.
- b. Assigning food packages and food package changes.
- c. Determining eligibility based on nutritional risk.
- d. Issuing supplemental formula to breastfeeding women.
- e. Assigning appropriate education/follow-up.
- f. Approving non-contract and hydrolysate formulas (Nutramigen, Alimentum, Pregestimil). CPA or RD must approve all FAFAF requests prior to the FAFAFs being scanned into VISION or complete the Approved by field in the Documentation link in the food package screen.
- g. Teaching classes.

V. CPA2 chart approval waiver process. Chart approval may be waived once the following 3 conditions have been met:

- a. CPA2 has had a random sample of files and/or computer work reviewed and co-signed on a monthly basis by a CPA1 in the computer system:
 - i. 3 months for employees who work in the WIC Program full time.
 - ii. 6 months for employees who work in the WIC program part time.
 - iii. Must have satisfactory review of charts during this time period.
 - b. CPA2 has shown satisfactory performances in all of the following areas as reviewed by the Registered Dietitian. RD to perform:
 - i. QA review on CPA2's charts including evaluation of non-contract and hydrolysate issuance.
 - ii. Observe nutrition risk assessment and counseling at certifications
 - iii. Observe teaching classes
 - c. Initial evaluation by RD must be kept on file. CPA2 must also have annual evaluations of the above factors by an RD kept on file.
 - d. Letter of recommendation from the clinic supervisor to the State Nutrition Coordinator based on RD evaluation.
 - e. Grandfather clause: Individuals who do not meet the above qualifications, but were approved by the State agency as a CPA prior to July 1997 are authorized to function as a CPA 1.
 - f. An approval letter from the State agency must be on file at the local agency. Transcripts are not required for CPAs who were hired prior to July, 1997.
- VI. Clinical Assistants (CA). The objective of using Clinical Assistants in the Utah WIC Program is to create an intermediate level of functioning professional which should ease the work flow in local agencies and assure that quality care is provided to WIC participants.
- a. The following individuals are eligible to apply and qualify as a WIC CA:
 - i. Midlevel professional (person with associate or bachelors degree);
or
 - ii. Have completed at least 2 years of a nutrition program at an accredited college/university; or
 - iii. Carefully selected clerical staff who has worked for WIC for a minimum of one year.

- b. CA functions. The CA on staff at the local agency may perform the following duties:
 - i. Teach basic nutrition classes.
 - ii. Perform laboratory procedures.
 - iii. Graph growth grids.
- c. Requirements to become a WIC CA. Status Requirements Application Process:
 - i. New employees:
 - 1. must possess an Associate or Bachelor Degree, or have completed at least 2 years of a nutrition program at an accredited college/university.
 - 2. Must submit a copy of their transcripts from an accredited college/university with a designation of the degree (if appropriate) given to the State WIC Nutrition Coordinator.
 - 3. A copy of their transcripts must be kept on file at the WIC clinic or on file in the official personnel records.
 - 4. The State WIC Nutrition Coordinator will send an approval letter to the local agency. Approval letter must be kept on file at the local agency.
 - ii. In-house clerical applicants:
 - 1. Must have graduated from high school, or passed equivalency exam.
 - 2. Worked in the WIC program for at least one year.
 - 3. Have a strong recommendation of the supervising dietitian and/or administrator.
 - 4. Completed all nutrition modules and other modules appropriate for duties assigned.
 - 5. Submit the following information to the State WIC Nutrition Coordinator:
 - a. Letter of recommendation from administrator/supervising dietitian,
 - b. Formal application,
 - c. Copy of completed and graded module exams and application checklists (if relevant to module).
 - 6. The State WIC Nutrition Coordinator will send an approval letter to the local agency. Approval letter must be kept on file at the local agency.

